



ASD Service Beacon

A regular publication for FSIS field and headquarters employees.

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Food Safety and Inspection Service

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beacon (bē-akon) *noun*

A signaling or guiding device, such as a lighthouse, located on a coast. A source of guidance or inspiration.

DIRECTOR'S CORNER

Office of Management Albuquerque Meeting

by Glen Durst

Telephone: 202-720-3551

FSIS has gone through a major reorganization that has affected all employees, both at headquarters and in the field. In November 1996, headquarters was reduced from 13 to 7 organizational elements, and the field streamlined in June 1997 from 46 field management offices to 18 District Offices, 2 Administrative Centers, and a new Technical Center in Omaha, NE. One part of the field reorganization transferred four different service functions from the former five Regional Offices to the Office of Management. These include:

- Safety and Occupational Health Specialist to the Administrative Services Division;
- Employee Relations Specialist to the Personnel Division;
- Labor Management Relations Specialist to the Labor Management Relations Staff; and
- Equal Employment Opportunity Specialists to the Civil Rights Staff.

Since the field reorganization, there has been some confusion and misunderstanding regarding the roles of these OM Specialists, their

reporting lines, and their functions. Many in FSIS thought they were reporting to the District Managers at the former Regional Office locations, and thus providing preferential treatment to those managers. During March 3 -5, 1998, all of the Specialists, their supervisors, OM Division/Staff Directors, and Bill West and Ron Hicks, met in Albuquerque, NM to discuss how we can improve service to our customers, various organizational options to enhance our service, and general program management issues.

Agreement was reached on several changes to improve the services provided by these Specialists. These included:

- Developing a document for District Managers and others describing the services available from the Office of Management Services Staff (OMSS);
- Providing the OMSS's with their own identity separate from the District Offices, including office space, stationary, and logistical support; and
- Renaming the organizational name from "Clusters" to OMSS.

The function of OM is to provide services to field operations and other activities in FSIS. I felt that this meeting was very useful in reaffirming this principle to our Specialists and their supervisors. Attached is a table containing the

names of the OMSS employees and their district assignments.

OCCUPATIONAL SAFETY AND HEALTH

Questionnaire Response

by John Campbell

Telephone: 202-720-0541

The response to the FSIS Occupational Safety and Health Questionnaire has been outstanding. I am in the process of reviewing each questionnaire for comments that require a response or any that request a site visit. As of March 25, we have received over 2,100 complete questionnaires of the 11,000 mailed.

Thanks to all that took the time to fill out the questionnaire and send it in. Your comments and responses will help in the assessment process and the final report will take into consideration all of your comments when the recommendations for improvements are made.

Because of the questionnaire, I have received several phone calls concerning various issues and concerns. If you have questions about this article or the questionnaire, please call me.

Safety Q&A's

by Tom Wright

Telephone: 202-720-3845

Q: I am an inspector assigned to a meat packing plant. How am I and my co-workers supposed to obtain information about the chemicals used in the workplace?

A: The Occupational Safety and Health Administration issued a rule to help keep you safe and healthy. The Hazard Communication Standard says you have a "RIGHT TO KNOW" about the hazards you face on the job from chemicals and how to protect yourself against them.

Chemical manufacturers and importers must evaluate the physical and health hazards of each chemical used at your worksite. This information is provided to you via Material Safety Data Sheets (MSDS) and container labels.

Employers must maintain an up to date listing or inventory of all hazardous chemicals used at the workplace. The listing will help you to identify the chemical that are hazardous and which MSDS's you may need to read. The employer must also provide you with location of the MSDS's for your workplace. In addition, containers of hazardous chemicals must carry special warning labels.

FSIS must provide you with training on the Hazard Communication Program at your workplace and have a written Hazard Communication Program. FSIS Directive 4791.5, Hazard Communication Program provides information and procedures for the FSIS Program. The videotape, "Hazard Communication Today" and its accompanying pamphlet along with the "MSDS Pocket Dictionary" are used to train FSIS employees. Inspection personnel who have not received the training should notify their supervisor.

Since meat, poultry, and egg products plants are multiple-employer workplaces, each

employer must provide the other employer with a listing of the hazardous chemicals, access to MSDS's, information on the container labeling system, and any precautionary measures that must be taken.

Q: What information is found on a Material Safety Data Sheet?

A: While there is no single mandatory format for an MSDS, they must contain the following information:

1. Chemical Product and Company Information
2. Composition/Information on Ingredients
3. Hazards Identification
4. First Aid Measures
5. Fire Fighting Measures
6. Accidental Release Measures
7. Handling and Storage
8. Exposure Controls/Personal Protection
9. Physical and Chemical Properties
10. Stability and Reactivity

In addition, the MSDS's may contain the following:

11. Toxicological Information
12. Ecological Information
13. Disposal Considerations
14. Transport Information
15. Regulatory Information
16. Other Information

FSIS/OSHA Memorandum of Understanding Training Video

FSIS is completing the production of three training videos to implement the revised MOU between FSIS and OSHA. This training will enable FSIS inspection and compliance personnel to recognize safety hazards at their workplaces. While the audio portions have been recorded and the video portions have been shot, the editing process still must be completed. Staff members from the Environmental, Health and Safety Branch and the Human Resource Development Staff have been working together to

finish this project. The videos will be reviewed by National Joint Council of Food Inspection Locals prior to release and implementation along with FSIS Directive 4791.10 Reporting Serious Workplace Hazards Affecting Plant Employees.

PROCUREMENT

Conference Room Rental Change

by Pete Bridgeman

Telephone: 202-720-5743

In last month's *ASD Service Beacon*, we outlined the new procedures for conference room rentals. For headquarters personnel, the number to contact for room availability in the headquarters complex and George Mason University has changed - the new number is 720-3057, and the new contact person is Sue Miller, in Room 2158 of the South Building. This is also where you now pick up the keys to the conference rooms in Rooms 0745 South and 524 Annex.

PRINTING AND DISTRIBUTION

Printing Regulations

by Tom Hughes

Telephone: 202-720-4661

It seems like we need to clarify some misconceptions about printing.

First, ALL Government printing is controlled by the "Joint Committee on Printing - Congress of the United States". Some of you think that copying does not come under these printing regulations!! Sorry . . . the terms "Printing, Copying, Duplicating" are synonymous as far as the regulations are concerned.

JCP Definitions 2-1

Duplicating/Copying - The term "duplicating/copying" as used in these regulations means that the material produced by use of equipment listed herein employing the lithographic process and

automatic copy-processing or copier-duplicating machines employing electrostatic, thermal, or other copying processes.

Second, printing, duplicating or copying of any kind is NOT to be charged to your Credit Card.

Third, business cards shall NOT be paid for with Government funds. THERE ARE NO EXCEPTIONS!!! JCP rule, page 15 Item "20. Cards: Calling, Greeting. – Printing or engraving of calling or greeting cards is considered to be personal rather than official and shall not be done at Government expense."

Last, for the field, when you have printing requirements that cannot be met by your in-house copying equipment, contact Printing and Distribution for other alternatives.

Publications Request

A new form (FSIS 2680-8) is now available from the Landover supply center for field personnel use in ordering publications from headquarters. This is a 3-part NCR form, fill out, keep the third copy and send copy 1 and 2 to Printing and Distribution for processing.

SUPPLIES

Metal Clipboards

by Pete Bridgeman
Telephone: 202-720-5743

Many of our customers in the field have asked that we stock metal clipboards instead of composition board clipboards. We now have both available on the Office Supply Side, in regular and legal size. The Item Numbers are:
3701 AL Letter Size Metal Clipboard

3590 AL Legal Size Metal Clipboard
3701 Letter Size Composition Board Clipboard
3590 Legal Size Composition Board Clipboard

Freezer Coats

The new size, FSIS-01-2XL, Double Extra Large, has been very popular, and we've had enough requests for the Triple Extra Large size that we are now adding that to our inventory. The Item Number for this will be FSIS-01-3XL. These are now in stock.

Freezer Vests

Two new sizes of Freezer Vests, FSIS-01-2XL-VEST, double extra large, and FSIS-01-3XL-VEST, triple extra large are now available in Landover.

New Catalog Is On The Way

We've completed work on the new catalog for FSIS Field Supply at the Landover Service Center. It is on its way to the printer, and will be distributed to all field supply customer account locations this month. This will replace the catalog you received with your Welcome Kit from Landover.

USDA Identification Labels For Locks

It has come to our attention that the new government locks, which are a standard Master Lock, may be getting confused with company locks, since they are not identified as government locks. We will soon stock a USDA label to affix to these locks. When these become available, the Item Number will be published in this newsletter.

Supply System Training Video Coming Soon To A Work Unit Meeting Near You!

Yes, like the production of "Titanic", it's about 6 months behind schedule, but the rough draft version has been reviewed and given the go-ahead to finalize and distribute. Distribution will be to all Circuit Supervisors and District Offices, and we'll be asking the Circuit Supervisors to show it in Work Unit Meetings. The video is 12 minutes long (shorter than Titanic!), and won't garner any Oscar Nominations - but we do hope it helps you to understand the Field Supply System a little better.

Speedier Deliveries Are On The Way

Due to the volume of deliveries out of Landover, we've been able to negotiate a better discount on Federal Express deliveries, and in many cases, it will cost less for deliveries from Landover to go FedEx than standard UPS. This will cut down on the delivery times considerably for many orders in the very near future.

Welcome Tammy

Personal Property, Motor Vehicle and Supply Section (PPMVSS) has a new member, Tammy Ladd, who comes to us from the Employee Recognition Branch of the Personnel Division.

To comment on this newsletter or to submit an article for publication, please e-mail, write, or fax:

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OFFICE OF MANAGEMENT SERVICES STAFF (OMSS) DISTRICT ASSIGNMENTS

District Office		Safety and Occupational Health Specialists		Labor Management Relations Specialists		Employee Relations Specialists		Equal Employment Opportunity Specialists	
No.	Location	Name	Location	Name	Location	Name	Location	Name	Location
1	Alameda, CA	Roger Perkerewicz	Boulder, CO	Wallace Manning	Alameda, CA	Nancy Stigelmayer	Alameda, CA	Alice Day	Alameda, CA
2	Salem, OR	Roger Perkerewicz	Boulder, CO	Wallace Manning	Alameda, CA	Nancy Stigelmayer	Alameda, CA	Alice Day	Alameda, CA
3	Boulder, CO	Roger Perkerewicz	Boulder, CO	Wallace Manning	Alameda, CA	Nancy Stigelmayer	Alameda, CA	Alice Day	Alameda, CA
4	Minneapolis, MN	Roger Perkerewicz	Boulder, CO	Wallace Manning	Alameda, CA	Nancy Stigelmayer	Alameda, CA	Beverly Broady	Washington, DC
5	Des Moines, IA	Carol Leonard	Des Moines, IA	David Carney	Des Moines, IA Pickerington, OH	Shelley Erickson	Des Moines, IA	Alice Day	Alameda, CA
6	Lawrence, KS	Harry Thompson	Dallas, TX	Al Almanza	Dallas, TX	Joyce Simmons and Dan Willis	Dallas, TX	Victor Betancur	Dallas, TX
7	Springdale, AR	Harry Thompson	Dallas, TX	Al Almanza	Dallas, TX	Joyce Simmons and Dan Willis	Dallas, TX	Victor Betancur	Dallas, TX
8	Dallas, TX	Harry Thompson	Dallas, TX	Al Almanza	Dallas, TX	Joyce Simmons and Dan Willis	Dallas, TX	Victor Betancur	Dallas, TX
9	Madison, WI	Carol Leonard	Des Moines, IA	David Carney	Des Moines, IA Pickerington, OH	Shelley Erickson	Des Moines, IA	Victor Betancur	Dallas, TX
10	Chicago, IL	Carol Leonard	Des Moines, IA	David Carney	Des Moines, IA Pickerington, OH	Shelley Erickson	Des Moines, IA	Sharon Crittendon	Atlanta, GA
11	Pickerington, OH	Carol Leonard	Des Moines, IA	David Carney	Des Moines, IA Pickerington, OH	Shelley Erickson	Des Moines, IA	Dona Marshall	Philadelphia, PA
12	Philadelphia, PA	Harry Springfield	Philadelphia, PA	Mark Reichenbacker	Philadelphia, PA	Luz Cantres	Philadelphia, PA	Dona Marshall	Philadelphia, PA
13	Albany, NY	Harry Springfield	Philadelphia, PA	Mark Reichenbacker	Philadelphia, PA	Luz Cantres	Philadelphia, PA	Dona Marshall	Philadelphia, PA
14	Boston, MA	Harry Springfield	Philadelphia, PA	Mark Reichenbacker	Philadelphia, PA	Luz Cantres	Philadelphia, PA	Dona Marshall	Philadelphia, PA
15	Greenbelt, MD	Harry Springfield	Philadelphia, PA	Mark Reichenbacker	Philadelphia, PA	Luz Cantres	Philadelphia, PA	Beverly Broady	Washington, DC
16	Raleigh, NC	Ray Kobaly	Atlanta, GA	Richard Bolding	Atlanta, GA	Eileen Foresman	Atlanta, GA	Sharon Crittendon	Atlanta, GA
17	Atlanta, GA	Ray Kobaly	Atlanta, GA	Richard Bolding	Atlanta, GA	Eileen Foresman	Atlanta, GA	Sharon Crittendon	Atlanta, GA
18	Jackson, MS	Ray Kobaly	Atlanta, GA	Richard Bolding	Atlanta, GA	Eileen Foresman	Atlanta, GA	Sharon Crittendon	Atlanta, GA